

1. Bid Delivery Instructions for State Procurement:

Bidders are hereby advised that the U.S. Postal Service does not make deliveries to our physical location.

Bids may be mailed through the U.S. Postal Service to our box at:

Office of State Procurement
P O Box 94095
Baton Rouge, LA 70804-9095

Bids may be delivered by hand or courier service to our physical location as follows:

Office of State Procurement
Claiborne Building, Suite 2-160
1201 North Third Street
Baton Rouge, LA 70802

Bidder should be aware of security requirements for the Claiborne Building and allow time to be photographed and presented with a temporary identification badge.

Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The Office of State Procurement is not responsible for any delays caused by the bidder's chosen means of bid delivery. Bidder is solely responsible for the timely delivery of its bid. Failure to meet the bid opening date & time shall result in rejection of the bid.

Publicizing Awards: In accordance with L.A.C.34:I.535, unsuccessful bidders will be notified of the award provided that they submit with their bid a self-addressed stamped envelope requesting this information.

****ATTENTION****

Receipt of a solicitation or award cannot be relied upon as an assurance of receiving future solicitations. In order to receive notifications of future solicitations from this office, you must enroll in the proper category in LaGOV at the following web site:
https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg. Enrollment in LaGOV provides LaPAC email notification of bid opportunities based upon commodities that you select.

2. Terms and Conditions.

This solicitation contains all terms and conditions with respect to the commodities herein. Any vendor contracts, forms, terms or other materials submitted with bid may cause bid to be rejected.

3. Vendor's Forms.

The Purchase/Release Orders is the only binding document to be issued against this contract. Signing of vendor's forms is not allowed.

4. Substitutes.

Only brands and numbers stated in the award are approved for delivery under this contract and any substitution must receive prior written approval of the Director of State Procurement or designee.

5. Preference.

In accordance with Louisiana Revised Statutes 39:1595, a preference may be allowed for products manufactured, produced, grown, or assembled in Louisiana of equal quality.

Do you claim this preference? Yes_____

Specify line number(s):_____

Specify location within Louisiana where this product is manufactured, produced, grown or assembled: _____

(Note: if more space is required, include on separate sheet.)

Do you have a Louisiana business workforce? Yes _____ no _____

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? Yes _____ no _____

Failure to specify above information may cause elimination from preferences. Preferences shall not apply to service contracts.

6. Procurement of United States Products.

In accordance with the provisions of R.S. 39:1595.7, in the event a contract is not entered into for products purchased under the provisions of R.S. 39:1595, each procurement officer, purchasing agent, or similar official who procures or purchases materials, supplies, products, provisions, or equipment under the provisions of this Chapter may purchase such materials, supplies, products, provisions, or equipment which are manufactured in the United States, and which are equal in quality to other materials, supplies, products, provisions, or equipment, provided that all of the following conditions are met:

- (1) The cost of such items does not exceed the cost of other items which are manufactured outside the United States by more than five percent.
- (2) The vendor of such items agrees to sell the items at the same price as the lowest bid offered on such items.
- (3) In cases where more than one bidder offers items manufactured in the United States which are within five percent of the lowest bid, the bidder offering the lowest bid on such items is entitled to accept the price of the lowest bid made on such items.
- (4) The vendor certifies that such items are manufactured in the United States.

For the purposes of this preference,

(1) "Manufactured in the United States" means produced by a process in which the manufacturing, final assembly, processing, packaging, testing, and any other process that adds value, quality, or reliability to assembled articles, materials, or supplies, occur in the United States.

(2) "United States" means the United States and any place subject to the jurisdiction of the United States.

Do you claim this preference? Yes _____

Specify line number(s): _____

Specify location within the United States where this product is manufactured: _____

(Note: if more space is required, include on separate sheet.)

7. Non-Exclusivity Clause:

This agreement is non-exclusive and shall not in any way preclude State Agencies from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.

- 8. If bidding other than specified, sufficient information should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications.

Failure to comply with this request may eliminate your bid from consideration.

9. Electronic Payment:

In an effort to increase efficiencies and effectiveness as well as be strategic in utilizing technology and resources for the State and vendors, the State intends to make all payments to vendors electronically. The LaCarte procurement card will be used for purchases of \$5,000 and under, and where feasible, over \$5,000. Vendors will have a choice of receiving electronic payment for all other payments by selecting the Electronic Vendor Payment solution (EVP) or Electronic Funds Transfer (EFT). If you receive an award and do not currently accept the LaCarte card or EVP or have not already enrolled in EFT, you will be asked to comply with this request by choosing one of the following three options. You may indicate your acceptance below.

The **LaCarte** procurement card uses a Visa card platform. Vendors receive payment from state agencies using the card in the same manner as other Visa card purchases. Vendors cannot process payment transactions through the credit card clearinghouse until the purchased products have been shipped or received or the services performed.

For all statewide and agency term contracts: Under the LaCarte program, purchase orders are not necessary. Orders must be placed against the net discounted products of the contract. All contract terms and conditions apply to purchases made with LaCarte.

If a purchase order is not used, the vendor must keep on file a record of all LaCarte purchases issued against this contract during the contract period. The file must contain the particular item number, quantity, line total and order total. Records of these purchases must be provided to the Office of State Purchasing on request.

EVP method converts check payments to a visa credit card thereby streamlining payments to your organization. Participants receive a credit card account number with unique security features. This card will have \$0 available funds until an invoice is approved for payment. As payments are approved, electronic remittance notifications are sent via email along with approval to charge the card for that amount. EVP requires no change to current invoice procedures; it is secure, and does not require your bank information.

EFT payments are sent from the state's bank directly to the payee's bank each weekday. The only requirement is that you have an active checking or savings account at a financial institution that can accept Automated Clearing House (ACH) credit files and remittance information electronically. Additional information is available at <http://www.doa.louisiana.gov/ERP/pdfs/LaGov%20AP-03%20EFT%20Vendor%20Enrollment%20Instructions%20.pdf> or <http://www.doa.louisiana.gov/OSRAP/EFTforWebsite.pdf>. To facilitate this payment process, you will need to complete and return both EFT enrollment forms found at <http://www.doa.louisiana.gov/ERP/pdfs/LaGov%20AP-03%20-%20EFT%20Vendor%20Enrollment%20Form.pdf> and <http://www.doa.louisiana.gov/OSRAP/EFTforWebsite.pdf>.

If an award is made to your company, please check which option you will accept or indicate if you are already enrolled.

Payment type	Will Accept	Already Enrolled
LaCarte	_____	_____
EVP	_____	_____
EFT	_____	_____

Printed Name of Individual Authorized

Authorized Signature for Payment Type Chosen

Date

Email address and phone number of authorized individual

10. Compliance with Civil Rights Laws.

By submitting and signing this solicitation, the bidder agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and bidder agrees to abide by the requirements of the Americans With Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation, without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

11. Louisiana Motor Vehicle Dealers License.

Bidders (motor vehicle dealers as defined in LA R.S. 32:1252) must be properly licensed by the Louisiana Motor Vehicle Commission. Bidders shall include a copy of a valid dealer's license issued under the provisions of R.S. 32:1254 with their bid. Bids submitted without a copy of a valid dealer's license will be rejected. Any questions regarding licensing required by the motor vehicle commission should be directed to the Motor Vehicle Commission at (504) 838-5207, or via website: www.lmvc.la.gov.

12. Waste Tire Fee Notice:

Do not include the cost of the waste tire fee in your bid price. The State of Louisiana, Office of State Procurement will add the cost of the waste tire fee to the bid amount upon award. In accordance with LAC 33:VII.10521 (d) the following waste tire fee will be added to the successful bidder's award: \$2.00 for passenger/light truck tires including the spare, \$5.00 for medium truck tires including the spare and \$10.00 for off road vehicle tires including the spare. Bidders are requested to note the number of tires on the vehicle being bid, including the spare.

Number of tires, including the spare: _____

Please state the applicable fee per tire to be charged above: \$_____

13. If an item has domestic status because of a trade treaty or other initiative, then the bidder may be required to identify each product, country and qualifying treaty.

14. Literature and/or specifications must be submitted upon request; if requested, literature and/or specifications must be submitted within seven (7) days.

15. General Specifications.

- a) Bidder should indicate either their compliance with each stated specification requirement, or their proposed specification. Failure to indicate any deviations will be interpreted to mean bidder is furnishing exactly as specified.
- b) The specifications describe the minimum requirements. The equipment shall be new, of current manufacture, a production model, and must meet all State and Federal safety standards in effect at the time of delivery.

- c) **Workmanship:**
Any equipment delivered under this specification is subject to rejection if there is evidence of poor workmanship by either the vendor, or the original manufacturer. Any defect must be corrected to specification and to the satisfaction of the agency prior to invoice payment.

- d) **Responsibility for Inspection:**
Unless otherwise specified in the contract or purchase order, the dealer shall be responsible for the performance of all inspection and test requirements necessary to ensure compliance with requirements of general and detailed specifications. This action does not preclude subsequent inspection and testing by the State authorized representative to further determine conformance with specification requirements of quality standards of workmanship, material and construction techniques. It will be the responsibility of the dealer to pick up vehicle(s) rejected, make necessary corrections and re-deliver for re-inspection and acceptance.

- e) **Delivery:**
Vehicles shall be delivered fully serviced and ready for use. The dealer shall be required to make any necessary adjustments or install omitted equipment prior to acceptance of the vehicle. No facilities or personnel will be provided by the State to handle any make-ready adjustments or equipment installations.

- f) **Delivery Location:**
LPAA Equipment Receiving Area
1059 Brickyard Ln
Baton Rouge, LA 70802

- g) **Louisiana Safety Inspection Sticker:**
A safety inspection shall be performed on each unit prior to delivery and a Louisiana inspection sticker properly affixed.

****Note: Do NOT include the cost of the safety inspection in your bid price. The State of Louisiana, Office of State Procurement will add the cost of the safety inspection to the bid amount upon award. Upon award the State Of Louisiana, Office of State Procurement will add thirty dollars (\$30.00) will be added to the successful vendor's bid for commercial vehicles above 20,001 pounds GVWR.

Specify make(s) and model(s) providing:

Vendor's telephone number: _____

Vendor's email address: _____